

## **FIRE CHIEF**

(Competitive)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the position of chief of all fire department operations. The Fire Chief is responsible for the administration and coordination of all fire department activities and for the supervision of all subordinate personnel. The employee of this class directs emergency scene operations, oversees fire prevention, performs public relations duties, manages equipment and supplies, and provides for training. The incumbent of this class works with a high degree of independence, and reports to and has work reviewed by the Board of Fire Commissioners.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the total operation of the fire department as chief officer. Develops management policies, and determines goals and objectives for the department. Organizes the department and personnel in a manner that most efficiently provides the required services to the public while minimizing expense. Reviews incoming communications, making assignments and routing work to the appropriate persons or locations.

Develops methods to identify and evaluate productivity of departmental programs. Interviews prospective employees and makes recommendations for hiring. Develops grievance and resolution procedures to deal with employee problems and complaints.

Develops a risk management program and monitors the results by investigating all accidents or injuries involving department equipment or personnel, determining the cause, and making changes in procedures to avoid future accidents.

Establishes an internal affairs review process to investigate any violations of the code of conduct for department members, in order to remove any unfit personnel and to correct procedural problems.

Supervises preparation and maintenance of the records and reports of the department by reviewing records completed by subordinates and by periodically inspecting systems and facilities for keeping the records. Personally completes any forms or records required of the chief administrative officer.

Writes letters in answer to written or oral requests addressed to the fire department. Writes public service announcements, news releases, newspaper articles, or any other official department position paper for publication.

Promotes a positive image of the department in the daily performance of duties by interaction with the public, and federal, state, and local agencies. Attends any required meetings to give reports, offer advice, make recommendations, give speeches, and keep informed on local trends that may affect the fire service. Handles complaints from the public concerning fire department operations or concerning procedures related to the handling of emergency medical services.

Determines target areas for fire prevention or public education efforts. Develops a public education program to meet identified community needs. Produces instructional material to be used in fire prevention and other public education programs within the community. Writes speeches and structures demonstrations on fire prevention or related topics to be given to schools, clubs, or civic groups.

Supervises all employees assigned to the fire department. Outlines responsibilities and delegates assignments to subordinates for the effective operation of the department. Sets task priorities and long term goals for subordinates in order to best accomplish the goals of the organization. Holds formal meetings with subordinates for the purpose of receiving reports, disseminating information, or discussing work problems. Inspects the appearance of department equipment and subordinate personnel to ensure that these meet departmental standards for safety and propriety. Monitors work pace and progress of assigned jobs in order to determine if changes in method, additional training, assistance, or additional time are required. Evaluates the work performance of subordinates and writes employee evaluation reports. Counsels employees who are experiencing work problems, handles employee complaints and grievances, and maintains discipline among employees.

Evaluates training needs, establishes a training program for the department, and maintains the program by seeing that it is properly staffed and supplied with training resources. Provides on-the-job training for department members. Provides for outside instruction to meet any training needs not available in the departmental training program. Serves as an instructor for formal classroom training.

Supervises the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds, and other related property. Prepares specifications on new fire department equipment for public bids. Purchases equipment and supplies in the manner provided by lawful authority, keeping such purchases within the established budget. Obtains estimates on repair costs, locates repair services, and arranges for

repairs of all department buildings, property, or equipment. Provides for and maintains a communications system for the department.

Develops and implements an emergency management system and directs intermediate command staff members who are responsible for various aspects of the operation. Takes command at the scene of a fire or other emergency. Directs the handling of emergencies involving hazardous materials. Establishes and implements effective fireground communications procedures to avoid confusion and to promote maximum effectiveness of fireground operations. Develops and maintains a system to provide for organized, rapid care to persons suffering from injury or illness.

Directs a program of pre-fire planning in order to provide fire fighting services to the community in the most efficient manner possible. Directs a program of fire investigation to determine causes of fires or whether fires were the result of arson.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and a qualified elector of the State of Louisiana.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must have a bachelor's degree in fire science, fire administration, business administration, public administration, or a related curriculum and at least two (2) years of progressively responsible experience in fire service positions. Must hold LSU certification as a Firefighter II.

**OR**

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education and at least five (5) years of progressively responsible experience in fire service positions which furnish supervisory and administrative experience. Must hold LSU certification as a Firefighter II.

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